



THE CITY OF SEATTLE - REVENUE and CONSUMER AFFAIRS

BUSINESS LICENSE TAX

For your information

Convenience Fees:

Effective December 1, 2009, there will be a convenience fee charged to those businesses who apply and pay for business licenses online. In addition, a convenience fee will be charged for business license renewals paid online. There is no change in fees related to online payments for taxes. The City accepts Mastercard, American Express and electronic check payments for taxes online. The City accepts Visa, Mastercard and electronic check payments for business license application fees and business license renewal fees.

Business License Renewals

The 2009 City of Seattle Business License expires 12/31/09. License renewals will be sent out in late November. Customers can renew online at <https://dea.seattle.gov/self/> or mail in their payment to the address indicated on the renewal. The 2010 business license fee is \$90.00, due 12/31/2009. Businesses with a worldwide gross (WWG) of \$20,000.00 or less pay a lower tier license fee. At the time of renewal, a business that paid the lower tier license fee in prior years but generated WWG of more than \$20,000.00 for any of the years (2005 through 2009) will need to pay the additional license fee for the affected year. Payments are applied to the oldest outstanding obligations first. If a business has unpaid license fees, any payment will be applied to those fees before being applied to the current license. If you have paid your business license and have not received the license it within 3 weeks of submitting payment, please contact our office at (206) 684 -8484.

SELF – The Seattle Electronic Filing System

The City encourages as many businesses as possible to try our online filing system. Filing online steps you through the reporting process, and many taxpayers report that it is much easier and more informative than manual reporting. Payments for online filing can be made via various methods, including by check and voucher. The following can now be accomplished online:

1. You can file for a new business license or branch license online or renew existing business licenses.
2. You can file business license taxes and square footage business taxes online.
3. You can file the employee hours tax online.
4. You can file the occupational utility tax online.

If you have yet to take advantage of this convenient system, please register now using your customer number and an obligation number. Once registered you can utilize this system to renew your business license, update addresses and phone numbers as well as change your business trade name.

To log-in and register your business visit the SELF website: <https://dea.seattle.gov/self/>

Need a Speaker?

Are you a member of a professional or trade group with questions regarding the Seattle business taxes? Revenue and Consumer Affairs has speakers available to address your organization. Please contact us at (206) 684-8484 and request to speak with someone from the Audit group.

Training classes offered

Training classes for the square footage business tax, new apportionment and allocation requirements, employee hours tax, and business license tax are now available. Dates for the training classes are October 21, November 11 and December 9. If you are interested, call for times and locations at 206 233-3789 and reserve a slot.

HAVE QUESTIONS? -- CALL EARLY!

Information line (206) 684-8484 or fax (206) 684-5170

Email – rca.bizlictx@seattle.gov